

## **Privacy Notice for Councillors to issue as Data Controllers**

### **Why I am collecting your data**

I am collecting your personal data in order to help you with the issue or complaint you have raised with me. I will only collect the personal data that I need in order to provide the help you have requested.

### **What is the legal basis for processing this data?**

I do this as a task carried out in the public interest or, where appropriate, with your consent. I may not be able to provide the assistance you have requested without the personal data you provide me with.

### **Who will your data be shared with?**

I may need to share your personal data with relevant council officers, councillors, government departments or other public bodies in order to provide the help you have requested or to resolve the issue(s) you have raised.

I may also disclose your data with third parties where it is necessary to comply with a legal obligation.

### **How long will I hold your data for?**

I will not hold your personal data longer than necessary and in any event no longer than six years.

### **Your rights**

You are entitled to request a copy of any personal data about you that I hold.

If the data I hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that I stop or restrict the processing of your personal data, in certain circumstances. Where possible I will seek to comply with your request, but I may be required to process your data to comply with a legal requirement.

You have the right to object to the processing of your personal data in certain circumstances. I may still be required to hold or process information if there are legitimate grounds for doing so.

You have the right to request the erasure of your personal data in certain circumstances ('right to be forgotten').

If consent is the legal basis for processing your personal data you have the right to withdraw this at any time.

If you are dissatisfied with how I have used your personal data, you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)